



## Frequently Asked Questions

- 1. Q: I do not supervise any staff but would like to prepare in case I have these responsibilities in the future. Can I apply to the CSCP?**

A: No, the program is designed specifically for Commonwealth employees who supervise and evaluate other employees.
- 2. Q: I have attended another supervisor certificate program or series of supervisory classes in the past few years. Would I benefit from attending the CSCP?**

A: Please review the topics for the 5 classes to determine the benefits to you.
- 3. Q: I have not completed all the Commonwealth mandatory training classes. Can I still participate in CSCP?**

A: Yes, you may apply to attend CSCP, however you will need to complete all of the Commonwealth mandatory training classes by March 1st in order to officially graduate and receive a certificate of completion for this program.
- 4. Q: Due to my work schedule, I will be an hour late a class each month. Is this allowed?**

A: No, if you are accepted into CSCP, you will need to make arrangements with your supervisor to temporarily modify your schedule for the one day per month you will be attending class.
- 5. Q: What is a typical CSCP class schedule look like?**

A: CSCP classes are scheduled from 9:00AM - 4:00PM, includes a 60 minute lunch, and two short breaks. Students should expect to participate in individual and group exercises. The classes are highly interactive combining lectures with group exercises.
- 6. Q: What is the makeup of the CSCP class?**

A: CSCP participants represent a cross section of Executive Branch organizations. Students come from diverse business disciplines and bring a wealth of knowledge and experience, creating the perfect opportunity for professional networking. There are generally 25-28 participants per class. The minimum number of students per location is ten (10).

**7. Q: Who teaches the classes?**

A: The CSCP faculty includes a combination of agency professional trainers, subject matter experts and experienced trainers with public sector experience.

**8. Q: What happens if I cannot attend all classes? How do I change my class to a different date?**

A: Each class is offered in several different locations, on different dates each month. You have the opportunity to attend a class at a different location and date, if needed. If none of the dates work for you, you will need to contact [MassHR-CSCP@MassMail.State.MA.US](mailto:MassHR-CSCP@MassMail.State.MA.US).

**9. Q: Are there makeup dates for classes that are missed?**

A: No, there are not makeup classes for missed classes unless the class is cancelled due to inclement weather.

**10.Q: How do I change my class to a different date?**

A: Notify HRD at [MassHR-CSCP@MassMail.State.MA.US](mailto:MassHR-CSCP@MassMail.State.MA.US) as soon as you know you have a scheduling conflict. The program coordinator will need at least 48 hours advance notice to ensure that materials are available for you.

**11.Q: What amount of work is required outside the classroom sessions?**

A: Work outside of the classroom is limited. Some classes may require participants to complete reading assignments prior to the scheduled class. One independent project, the Final Reflections Project, is required at the end of the program.

**12.Q: Is there parking and meals available at the locations where the class will be held?**

A: Generally, free onsite parking is available in all locations outside of Boston. In Boston, there is no onsite parking available, however, multiple private parking garages are in walking distance of the class sites. Public transportation is strongly recommended for Boston participants. Typically, there are a wide variety of casual food establishments (national chains) within a 5 minute drive of the class sites outside of the Boston area. The Boston location has a full- service cafeteria and coffee shop onsite.

**13.Q: How will I learn if classes have been cancelled or a “late start” has been called?**

A: Participants should call the MassHR 24 hour hotline at (617) 878-9878 to confirm if classes have been cancelled or are delayed. If you miss a class you may attend on a different date if courses are still available.

**14.Q: What are the requirements to graduate and receive a certificate of completion from the CSCP program?**

A: Participants must complete the following requirements:

- All Commonwealth mandatory trainings by March 1st
- Attend all program courses and required assignments\*
- Submit a Final Reflections Project
- Present a Final Reflections Project

\*NOTE: **If you miss two or more classes**, you will have to reapply for the program next year and complete all classes again in order graduate and receive a certificate.

**15.Q: How do I get the certificate at the end of the program if I am unable to attend the graduation ceremony?**

A: If you are unable to attend the ceremony, contact the CSCP Program Coordinator at [MassHR-CSCP@MassMail.State.MA.US](mailto:MassHR-CSCP@MassMail.State.MA.US) to arrange receipt of your certificate.

**16.Q: How do I apply to the program?**

A: To apply to the Commonwealth Supervisor Certificate Program

1. Complete and submit the [online application](#)
2. Have your supervisor complete and submit a “[Letter of Recommendation Form](#)”
3. Obtain approval signatures from your supervisor and Head of Agency (or designee) on the “[Leadership Commitment Form](#)”

**17.Q: What if I still have other questions about CSCP?**

A: For additional information please contact us at (617) 878-9878 or via email at [MassHR-CSCP@MassMail.State.MA.US](mailto:MassHR-CSCP@MassMail.State.MA.US)